

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 00-033

TO: District Superintendents/Charter School Administrators and LEP Personnel
FROM: Lyle Friesen
Director of School Finance
DATE: January 27, 2000
SUBJECT: FY 99-2000 Limited English Proficient (LEP)

Enclosed are the instructions and materials you will need to assist you in reporting LEP for FY 99-00. Forms are not being sent out this year. Please submit by disk or e-mail as an attachment.

- **Instructions**
- **EDP Data File Description-** for reporting on disk/tape

****Districts that send a file created by their own software must include a header record that identify the system or which data is being submitted. The format of that header record, along with all other details of the required file format, is posted at:*

<http://www.ade.state.az.us/services/mis/filelayout/sais.htm>

It is extremely important that your reported data - **due to School Finance on February 15, 2000** be accurate and timely as this is the basis of calculating add-on weight for growth.

Submit data to delrep@mail1.ade.state.az.us

If you have any questions on **DISTRICT** submitted data, please contact. Patty Fernandez at (602) 542-8246. For **CHARTER SCHOOL** data, contact Rose Whelihan at (602) 542-8240

For DELREP inquiries and/or related questions contact the following:

Regional Training Centers (RTC's)

Flagstaff	(520) 523-8516
San Simon	(520) 845-2275
Tempe	(480) 965-3366
Tucson	(520) 617-7084
Yuma	(520) 343-0800 ext. 311